

**WATERBURY PLANNING COMMISSION  
UNAPPROVED MINUTES**

**Monday, February 24, 2025  
6:00 P.M.**

PLANNING COMMISSION: Martha Staskus, Dana Allen, Kati Gallagher, Robbie Alder

**Agenda review and possible modifications**

None.

DA Motion: PC requests the Zoning Administrator provide a monthly report at 2nd meeting of the month and in the interim any significant applications that require multiple DRB meetings.

Ra Second. Vote 4-0.

**Announcements and public comments**

None.

**Approval of February 10, 2025 Minutes**

KG Motion to adopt minutes as amended. DA second.

Vote 4-0.

**Municipal Plan Update Tasks:**

Town Plan structure discussion and review of the Montpelier City Plan Draft Online format. Review of the ESRIHub Story Maps, PDFs and Implementation Plan. Discussion of the Chapter groupings. PC will revisit Chapter Groupings after Visioning Sessions are complete.

KG motion / RA second to move Municipal Plan to a Web based format.

Vote 4-0.

Discussion of MPG application preparation will be done when Planning Director is in attendance and learn status of SE Group revised scope of work as soon as possible to facilitate an opportunity to review, comment to Neal and finalize by March 11th

Discussion and review Visioning materials, details, and events. Confirm with Neal that Brookside contract is executed and returned. Registration website is live as of this evening. Set Facilitator Preparation Meeting for March 10th PC regular meeting 6-6:30. RA to send calendar meeting invite to Facilitators. KG coordinating with Neal for IT operations for Virtual session and breakouts. Reviewed the timeline for getting printed materials done and distributed. DA to post on FPF; Neal to reach Waterbury Roundabout. Distribute the informational materials, Check on public service announcement @WDEV.

Discussion of Schedule, Budget. Work to get SE Group contract reviewed and set as soon as possible. Comments to Neal,

Adjournment 7:45PM